

## **EMTS Conversion Tool (Advanced): Delimited Text File**

### **Introduction**

Welcome to the tutorial on using the advanced version of the EMTS Conversion Tool (ECT) with a delimited text file.

Before you can use the ECT you must download the zip file from [www.epa.gov/otaq/fuels/renewablefuels/epamts.htm](http://www.epa.gov/otaq/fuels/renewablefuels/epamts.htm) and install the tool.

Once you have downloaded the tool, you can access it from the U.S. EPA folder in the Start menu.

### **Select a File**

This is the screen you will see after opening the ECT and choosing the Advanced Version.

Step 1 at the top of the screen is to specify a delimiter.

Step 2 is to select the files to convert. At the bottom of the screen are the paths of folders that are automatically created when you install the ECT.

These only need to be changed if you do not want to store your files in the default locations.

You can use the folder list on the left to view the files in each of these folders or to navigate to a custom file location.

### **Select a File II**

You are now on Step 1, in which you may select different delimiters.

This option is not used if you are converting an Excel file.

You may import a file formatted with any of the common delimiters listed in Step 1 or use a custom delimiter, which must be specified in the "Other" box.

Note that per the directions, if you leave "Default" selected the ECT can detect which of the standard delimiters -- tab, bar, or comma -- were used.

In this example, you are converting a tab delimited file, and thus will select a specific delimiter.

Please click the Tab delimiter radio button to continue.

### **Select a File III**

You have now selected the correct delimiter for your file.

All of the following steps are the same regardless of the delimiter you select.

See Appendix F of the Transaction Instructions for more information about delimiters and how to format your files.

Next, you need to select a file.

You can use shift-click or control-click to select multiple files.

Also, if you put the transaction type, such as buy, in the file name, the ECT will automatically import the data into the proper transaction template.

If you do not put the transaction type in the file name, when you click the Process Existing File(s) button a pop-up box will ask you to specify the type of transaction you are converting.

Please select the BuyExample1.txt file to continue.

### **Select a File IV**

You now have the correct delimiter and correct file selected.

Please click the Process Existing File(s) button to continue.

### **Processing File Screen**

This is the Advanced Version Processing File screen.

At the top of the screen, your company information is displayed, followed by the data in the text file. Below the data are the drop-down menus that allow you to match custom column names to the required fields.

In this tutorial, you are using a text file that contains the appropriate column headings, so you do not need to match the required fields to custom column headings.

Custom column matching is addressed in the EMTS Conversion Tool (Advanced): Custom Column Headings in Excel tutorial.

To the right of the drop-down menus is a color-coded key that explains which fields are required, which are conditional, and which are optional.

Finally, the output options are at the bottom.

## **Review Data**

Let's take a closer look at each step. In Step 3, the User Login has been entered, along with the Organization ID.

ECT automatically populates the Submittal Creation Date field with the current date in the proper format.

Below the company information are a number of buttons that are used for custom column names.

Again, in this tutorial you are using a file with the correct column headings, so the only button you might need to use is "Set Columns to Recommended Defaults."

If the ECT has not filled in each of the drop-down menus at the bottom of the screen or the menus are set to custom selections, you can click this button and the drop-down boxes for required fields will be set to the default column headings.

Below the row of buttons are your data.

In this example there is only one row of data.

If you had selected a file with multiple rows of data, each representing transactions of the same type (in this case buy), you would see all of the rows in the data grid.

Before continuing, note the menu at the top of the screen.

It includes a WinZip menu, which will be discussed in Step 5.

## **Output File Options**

You have now moved to the bottom of the screen.

The drop-down menus from Step 4 are displayed above.

Step 5 is to process the original file and write all the data to an XML File.

Before processing the file, you will look at the output options.

Please click the Output File Options button to continue.

## **Output File Options II**

Here you can see the different file output options.

At the top you have the file types. Note that EMTS only accepts XML.

All other file types are for your use only.

Next, notice the compression options.

If you are submitting a large file with many rows of data you may want to compress it.

The ECT can use WinZip to compress the files into a .zip file.

You can use the WinZip menu noted earlier to indicate whether you have a free copy or full version of WinZip.

Both versions work with the ECT.

Finally, you can override the file output name, as well as use the other file options that are listed.

In this case, you will not change the default output options.

Please click the OK button to continue.

## **Process File**

Now you are ready to process the file.

Please click the Process File button to continue.

## **Exit Process File Screen**

As you can see in the Status panel, the file was processed successfully.

Please click the Exit/Stop Processing button to continue.

## **Processed XML File**

You are now back on the Select Files screen.

In the navigation window on the left, the Good\_Files folder has been opened to show the buy XML file that you just created.

This XML file is now ready to be submitted through EMTS.

## **Conclusion**

In this tutorial you learned how to view and change the locations of files, select a delimiter and file for processing, and enter the required company information.

You learned that if you are using the default column headings you do not need to use the ECT to match custom column headings, and you learned how to reset the drop-down menus to default.

Finally, you learned about the output options and processed a file.

This concludes the tutorial.